

Progressively responsible: Refers to tasks, job duties, or roles that demonstrate growth and/or advancement in complexity, difficulty, or level of responsibility. Common terms used to describe such added responsibility include: project lead, train(ed) others, primary point of contact, “senior” staff.

Four years of progressively responsible paralegal experience include but are not limited to the following:

- Prepare affidavits or other documents, such as legal pleadings and correspondence.
- Organize and maintain data management systems and documents in paper or electronic filing system.
- Drafts discovery documents.
- Prepare for trial by performing tasks such as organizing exhibits.
- Prepare legal documents (e.g., briefs, pleadings, appeals, wills, contracts).
- Gather and analyze research data and evidence (e.g., statutes, regulations, decisions, legal articles, documents).
- Investigate facts and law of cases and search pertinent sources, such as public records, to determine cause of action and to prepare cases.
- Direct and coordinate law office activity, including service of subpoenas.
- Meet with clients and other professionals to discuss details of case.
- Coordinate with law enforcement and judicial entities for administrative purposes.
- Coordinate with witness(es) to testify at hearing and/or trial.
- Keep and monitor legal publications to ensure that law library is up-to-date.
- Serves as a liaison between contracted vendors for additional legal support services.